



☐ **CIRCUIT COURT** ☐ **DISTRICT COURT OF MARYLAND FOR** \_\_\_\_\_  
 City/County

Located at \_\_\_\_\_ Case No. \_\_\_\_\_

Court Address

STATE OF MARYLAND

VS.

Defendant's Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Home Telephone \_\_\_\_\_ Work Telephone \_\_\_\_\_

XXX - XX -

Social Security Number \_\_\_\_\_

TRACKING NUMBER(S)

(Additional tracking numbers may be placed  
at the top of this page.)

### EARNINGS WITHHOLDING ORDER (RESTITUTION)

To the Employer:

Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone Number \_\_\_\_\_

A judgment of restitution was entered on \_\_\_\_\_ against \_\_\_\_\_.

Under Criminal Procedure Article, § 11-617 and subject to the withholding limits imposed by federal and state law (as shown on reverse side), you are required to deduct from the Restitution Obligor's income the amount of:

- ☐ 20% of the Restitution Obligor's earnings after other deductions required by law; or
- ☐ (For a delinquent account) \_\_\_\_\_ % of the Restitution Obligor's earnings after other deductions required by law.

Subject to the withholding limits, you also have the option to deduct a fee to offset your withholding costs. That amount is \$2 per pay period.

You must begin withholding at the beginning of the next pay period on a regular and continuing basis. Send payment within 7 days (not including Saturday, Sunday, or a legal holiday) after the date of the withholding (i.e., the date the income was withheld from Restitution Obligor's pay), to the following:

- ☐ Maryland Division of Parole and Probation (P&P), P.O. Box 2356, Baltimore, MD 21203 (\_\_\_\_\_) \_\_\_\_\_
- ☐ Maryland Department of Juvenile Services (DJS), 120 W. Fayette St., Baltimore, MD 21201 (\_\_\_\_\_) \_\_\_\_\_
- ☐ Maryland Central Collection Unit (CCU), 300 W. Preston St., Rm 500, Baltimore, MD 21201 (\_\_\_\_\_) \_\_\_\_\_
- ☐ Maryland Department of Public Safety and Correctional Services (DPSCS) - Community Supervision, Collections & Accounting Unit, 6776 Reisterstown Road, Suite 305 Baltimore, Maryland 21215.

ATTN: \_\_\_\_\_  
 Contact Name

With each payment include the name of the Restitution Obligor, the case number, and the date of withholding.

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Judge

\_\_\_\_\_  
 ID Number

Important information for Employer and Restitution Obligor on the reverse side of this form.

### **ADDITIONAL INFORMATION TO EMPLOYERS**

1. Inability to comply: if you cannot comply with this Order, you must notify this Court and CCU, and P&P or DJS, immediately of your reason(s).
2. Liability: If you fail to give notice of your inability to comply with this Order or fail to withhold income, to make payments, or to provide information as this Order directs, you are liable for damages and subject to a fine.
3. Anti-Discrimination: You are subject to a fine determined under State law for discharging from employment, refusing to employ or to promote, or taking other adverse action against an employee because of the withholding.
4. Binding Effect: This Order is binding on you until further notice by the State Central Collection Unit, P&P or DJS, or a court.
5. Priority: Withholding under this Order has priority over any other legal process under state law against the same income, except for support payments. Federal tax levies in effect before receipt of this Order have priority unless the IRS agrees otherwise.
6. Notice of Work Status: If the Restitution Obligor is not employed by you, is in inactive status (employed but not receiving pay), ceases to work for you, or becomes reemployed by you, you must notify this Court and CCU, P&P or DJS, in writing. If the Restitution Obligor, ceases to work for you, provide this Court and CCU, and P&P or DJS, with Restitution Obligor's last known home address and the name and address of Restitution Obligor's new employer, if known.
7. Withholding Limits: You may not withhold more than allowed under the Federal Consumer Credit Protection Act (15 U.S.C. § 1673(a)) or limits of the state where this Order is served, whichever results in less money being held. Under federal law, the limit is the lesser of 25% of the disposable earnings for a week or the amount by which the disposable earnings for that week exceed 30 times the federal minimum wage. If the amount that you are required to withhold under this Order, together with support and other withholdings required by law, exceeds the limit under this section, you must notify this Court and the CCU, and P&P or DJS, immediately.

### **NOTICE TO RESTITUTION OBLIGOR**

1. Objections: You must notify this Court and the CCU, and P&P or DJS, if you have any objection to this Order.
2. Changes in residence or employment: You must immediately notify this Court and the CCU, and P&P or DJS, of each change in residence, employment, and/or work address.
3. Liability: If you fail to give notice, you are subject to a fine.